



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

MARCORLOGBASESO 5216.2

L02

12 Sep 01

MARINE CORPS LOGISTICS BASES ORDER 5216.2

From: Commander
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE (SOP) FOR CONGRESSIONAL
INQUIRIES

Encl: (1) Points of Contact

1. Purpose. To ensure that proper procedures are observed when receiving, investigating, and replying to a congressional inquiry.

2. Background

a. Official inquiries made by members of Congress are of a time sensitive nature. Due to the high visibility these cases receive, this Command must be kept abreast of the progress and resolution of all inquiries into Marine Corps Logistics Bases or any of its subordinate commands.

b. In an effort to maintain cognizance over all inquiries into Marine Corps Logistics Bases, and to improve upon the timeliness of replies, the process for responding to congressional inquiries has been centralized.

3. Action

a. All congressional inquiries are processed through Headquarters Marine Corps, Office of Legislative Affairs (HQMC (OLA)). Due dates for the replies are assigned by HQMC (OLA) and are noted on each individual inquiry. HQMC (OLA) will forward inquiries for all of Marine Corps Logistics Bases to the office of the Commander, Marine Corps Logistics Bases. The same day they are received, the congressional inquiries will be forwarded on to the pertinent command whether it is MCLB Albany, MCLB Barstow, or the Blount Island Command for further processing. MCLB Albany, MCLB Barstow, and the Blount Island Command will further disseminate the inquiry as appropriate for investigation.

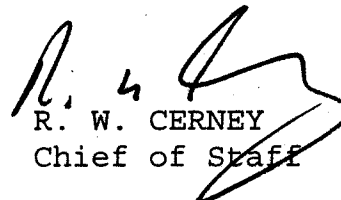
b. Headquarters, Marine Corps Logistics Bases, will maintain a "tickler file" of all pending congressional inquiries. In addition, the Command Inspector, Marine Corps Logistics Bases will maintain a historical file of all inquiries.

c. The designated points of contact for each command on this matter are listed in the enclosure. The inquiries will be sent to those centralized points of contact, who will in turn be responsible for the investigation and response to HQMC (OLA).

d. Unless they require the Commander MARCORLOGBASES review or endorsement, the completed packages will be sent via the Commanding Officer, MCLB Albany, Barstow, or the Blount Island Command as appropriate, directly to HQMC (OLA) with a copy to the Commander MARCORLOGBASES. Inquiries requiring the review/endorsement of the Commander MARCORLOGBASES will be annotated as such when they are initially passed from this command to subordinate commands. Those particular cases will, when completed, be forwarded to the Commander, Marine Corps Logistics Bases for final endorsement, vice HQMC (OLA).

e. Once the completed packages have been sent to HQMC (OLA), the Staff Secretary, Marine Corps Logistics Bases, will then remove the inquiry from the "tickler file".

4. Applicability. This Order is applicable to the Marine Corps Logistics Bases.


R. W. CERNEY
Chief of Staff

DISTRIBUTION: A

POINTS OF CONTACT

Commander MARCORLOGBASES Staff Secretary, DSN 567-6561
FAX 567-6563

LOGBASES	Command Inspector, DSN 567-7101
MCLB Albany (civilian)	Human Resource Officer, DSN 567-5238
MCLB Albany (military)	Commanding Officer, DSN 567-5202
MCLB Barstow	Base Inspector, DSN 282-6870
Blount Island Command	Commanding Officer, 904-696-5100

Enclosure (1)